



## **Brain Tumour Research - Job Description**

### **Head of Finance and Accounting**

#### **Job Purpose:**

To help drive the success of the charity by leading the Finance team and accounting functions of the Charity; delivering insightful management reporting and business analysis, supervising the month-end processes, and ensuring statutory compliance.

#### **Reports to:**

Director of Finance and Operations

#### **Main duties:**

- Overall leadership of the Charity's Finance operations
- Drive the delivery of insightful management reporting and business analysis
- Ensure financial data is captured accurately and on a timely basis
- Lead the production of annual statutory accounts and impact reports, liaising with the auditors and providing financial and other supporting information as required
- Responsibility for all tax affairs as relevant - Corporate Tax, VAT, Gift Aid, PAYE, etc.
- Deputise for Director of Finance and Operations

#### **Candidate profile:**

Ambitious qualified accountant proficient in finance systems, an advanced working knowledge of Excel, experience of statutory reporting, tax compliance and previous managerial responsibilities.